

City of Tempe Seasonal Employment



Community Services Department – Social Services – 2150 E. Orange St. – Tempe, AZ 85281 – (480) 350-5800

Administrative Clerk

Opening Date:	On-Going
Closing Date:	Subject to closing when the needs of City are met.
Hourly Wage:	\$6.56-7.97 per hour
Hours:	Fri. 12-8pm, Sat. 10am-5pm, Sun. 1-6pm
Minimum Qualifications:	Applicants must have some experience in clerical field and possess computer skills. A high school diploma with some coursework and experience in office practices is desirable.
Additional Requirements:	Current First Aid/CPR certification is desirable.
Essential Job Functions:	Applicant is responsible for general clerical duties such as answering phones, filing, data entry and customer service.
Selection Criteria:	Applicants will be reviewed and only the most qualified applicants will be interviewed. Criteria will be based on knowledge, skills, abilities, availability, and experience of successful candidate. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

Download application at <http://www.tempe.gov/escalante>

OR

pick up applications at
Escalante Community Center
Attn: Keith Burke
2150 E. Orange St.
Tempe, 85281